



NEW HAMPSHIRE RACING AND CHARITABLE GAMING COMMISSION

57 REGIONAL DRIVE, UNIT 3 CONCORD, NH 03301

TELEPHONE: (603) 271-2158 FAX: (603) 271-3381 <http://www.racing.nh.gov>

REQUIRED DOCUMENTATION

Initial Application for Games of Chance Licensure

Please submit the following required documentation with an original Application for a Games of Chance License for a Charitable Organization, pursuant to **RSA 287-D** and **Pari 1200**.

1. ***Application for a Games of Chance License for a Charitable Organization.*** Please complete the application in its entirety. Upon completion of the application, copies must be sent to the attorney general and the chief of police of each city or town where games will be held. Please submit the application 60 days prior to the first game date of the year. Pursuant to **RSA 287-D:2-a, I –IV & Pari 1205.01(a)**
2. ***IRS Letter of Determination.*** A current letter from the IRS stating that your organization is exempt from federal income tax, and includes the organization's federal tax identification number. The IRS can be reached at 1-877-829-5500. Pursuant to **RSA 287-D:2-a, VII (a) & Pari 1205.02 (a) (1).**
3. ***Certification of Registration with the Secretary of State's Office.*** Submit a copy of your certificate of registration with the Secretary of State's office. This will establish your organization as being registered with the secretary of state for at least 2 years, and in existence and organized under the laws of this state for at least 2 years in a city or town in this state. The Secretary of State's Office can be reached at 271-3244. Pursuant to **RSA 287-D: 1, III (a) & Pari 1205.02 (a)(2) & Pari 1205.02 (a)(3).**
4. ***Certification of Registration with Charitable Trusts.*** Submit a copy of your certificate of registration with Charitable Trust Register, if required under **RSA 7:19- 32-a**, with the director of charitable trusts. Charitable Trusts can be reached at 271-3591. Pursuant to **RSA 287-D:2-a, VII (c) & Pari 1205.02 (a)(4).**
5. ***Letter of Intent.*** Please submit a list of dates of activities conducted by the charitable organization within the last two years which advanced the organization's charitable purpose. Pursuant to **RSA 287-D:2-a, VII (b) & Pari 1205.02 (a) (11) & Pari 1205.02 (b).**
6. ***Current List of the officers and directors of the organization, Bona Fide Members, and Bona Fide Members Participating in the Games of Chance.*** Please submit a complete list of officers and directors, Bona Fide members, and Bona Fide members who will participate in the operation of games of chance. This list must include each member's name, address, and title if applicable, the date of birth, social security number and date of membership for each participating member, as well as a notation next to the name of each official authorized to submit applications and supporting materials. Pursuant to **RSA 287-D:2-a, II (b), RSA 287-D:2-a, II (d), Pari 1205.02 (a)(7), Pari 1205.02 (a)(8) a. & b. & Pari 1205.02 (a)(14).**
7. ***If applicable, a letter from the treasurer designating another member of the charitable organization as the person to handle all monetary transactions related to the games of chance.*** Pursuant to **RSA 287-D:2-b, VII & Pari 1205.02 (a)(17) & Pari 1205.02 (c).**
8. ***Criminal Record Release Authorization Form and Photos.*** The applicant and all Bona Fide members who will participate in the operation of a game of chance shall each submit a notarized Criminal Record Release Authorization Form and two photos that meet passport standards. Pursuant to **RSA 287-D:2-a, VIII (a) & RSA 287-D:8, I & Pari 1205.02 (a)(16).** **The applicant and all bona fide members who will participate in the operation of a game of chance will be charged a fee by NH State police of \$25.00 per Criminal Record Release Authorization Form. Payment must be made by check payable to "New Hampshire State Police". Please note all member names on your check if the check is for more than one member.**
9. ***Game Schedule.*** The schedule must state the date, location and time of the game, as well as the name of the charitable organization sponsoring the game, the estimated number of players attending, the buy-in and re-buy amounts, all of the prizes, tokens or awards, including door prizes, offered, and whether prizes are subject to increase or decrease based on actual attendance. Pursuant to **RSA 287-D:2-b, XI & RSA 287-D:2-b, XII & Pari 1205.02 (a)(12) & Pari 1211.01.**
10. ***Written Game Procedures.*** The charitable organization shall establish written procedures for determining and tracking the amount that a player has spent for buy-ins and re-buys where the chips have no monetary value, and for keeping records of all persons who participate in the operation of games of chance. The organization shall submit the written procedures prior to the first game date of the year. Pursuant to **Pari 1210.01 (d)(f) & 1210.01 (h).**

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11. **License Fees.** Please submit the fee of \$25 per game date. Make checks payable to “NH Racing and Charitable Gaming Commission” and forward to: GAMES OF CHANCE, NH Racing and Charitable Gaming Commission, 57 Regional Drive Unit 3, Concord, NH 03301 Pursuant to **RSA 287-D:2-d, I.**
12. **Lease Agreement.** Provide if applicable, a lease agreement between the facility and the charitable organization. The agreement must state the following: That the lessee or rentor has the owner’s permission to hold games of chance at the facility, that the proposed game dates are not finalized until the applicant receives a license to hold games of chance on those dates, and that the applicant is not subject to any fees if the applicant is unable to: Obtain a license for the proposed game dates, unable to obtain a license for any reason, or unable to hold a game date due to circumstances beyond the control of the applicant, such as inclement weather, power outage or cancellation of the game by the facility of game operator. Pursuant to **RSA287-D:2-a, VI & Pari 1203.01 (c)(d) & Pari 1205.02 (a)(9).**
13. **Property Owner Permission Form.** Provide a Property Owner Permission Form if the games of chance will be held at a facility not required to hold a facility license (a charitable organization or governmental subdivision). Pursuant to **RSA 287-D:2-a, VI & Pari 1203.01 (b) & Pari 1203.02.**
14. **Articles of Incorporation.** Please submit a copy of your organization’s current articles of incorporation. Pursuant to **Pari 1205.02 (a)(5).**
15. **By-Laws.** Please include a copy of your organization’s by-laws. Pursuant to **Pari 1205.02 (a)(6).**

Please contact Billie Jean Arseneault at 271-2158 ext. 326 with any questions.